

POSITION DESCRIPTION

Language Instructor

The U.S. Embassy in Kuwait is seeking an individual for employment in the position of Language Instructor to work in the HR Office.

BASIC FUNCTION OF THE POSITION:

The Language Instructor is responsible for conducting beginning, intermediate, and/or advanced language classes in Arabic and English and for preparing and administering Arabic language tests (reading/writing/comprehension) for the HR office for applicants requiring Level III and IV Arabic language skills. The position also serves as translator/interpreter to various offices in the Mission.

DUTIES INCLUDE:

- Language Training- Interviews and tests language aptitude of students and assigns to classes. Personally teaches classes and develops teaching materials as part of an ongoing effort to improve and maximize the potential of the Arabic language program.
- Utilizes audio-visual and other resources such as television and computer-based presentations in the classroom.
- Maintains records of student attendance and reassigns students at various stages of their foreign language development. Prepares monthly training and student evaluation reports. Classes offered will be Arabic language training and may also include English language classes for Locally Employed Staff.
- Provides translator/interpreter assistance, translating documents from English to Arabic and from Arabic to English. Translates Kuwaiti Ministry of Foreign Affairs correspondence and other official documents into English. Prepares diplomatic notes, demarches, and other official documents in Arabic or English.